Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Senior Fair

Grant Application

Fall 2006

Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008

DEFINITIONS:

A.   A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B.   A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C.   An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D.   A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E.   A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

MISSOURI STATE LIBRARY
LSTA Grant Program
Senior Fair Grant Program
Information & Guidelines
Fall 2006

I.   Grant program description

LSTA Senior Fair grants will provide public libraries with funds to:
- Introduce older adults to the variety and wealth of resources, programs, collections and technologies available at local public libraries;
- Promote the role of the public library as an informational, educational and recreational resource to the older adults in the library community, their caregivers, and the agencies and businesses that serve them;
- Provide opportunities for public libraries to pursue partnerships with community businesses, agencies and organizations that serve older adults;
- Provide a venue for library staff to learn about the needs of older adults, for which the library can provide resources and services.

Senior Fair grants will provide funding for libraries to work with community partners to plan, promote and conduct information fairs for older adults and their caregivers. The fairs will provide senior citizens with information about library and community resources, products and services available to them, in the friendly, welcoming environment of the library.

II.   Grant priorities

- Project outcomes & indicators: Senior Fair projects will result in the following outcomes and corresponding indicators of measurement of achievement. For each of the indicators, the library will determine the appropriate target number and percentage to measure the success of the Senior Fair project.
    - Outcome #1: Older adults who do not regularly visit the library will attend the Senior Fair.
        - Indicator #1: Number and percentage of adults who visit the Senior Fair as a first visit to the library in two or more years
    - Outcome #2: Senior Fair visitors will learn about resources, collections and services available at the library.
        - Indicator #1: Number and percentage of older adults who learned about a service or resource about which they were unaware prior to attending the Senior Fair
    - Outcome #3: Libraries will establish new partnerships with community agencies and/or businesses.
        - Indicator #1: Number and percentage of community agencies, businesses or organizations with whom the library has not previously partnered, that host a booth at the Senior Fair

- Libraries are encouraged to establish additional outcomes, but each must be supported by activities that will allow the library to achieve the outcome, as well as at least one indicator per outcome, that will measure achievement toward the outcome. For instance:
    - Outcome: Library staff will plan new services or programs, based on interviews and surveys conducted as part of the Senior Fair.
        - Indicator: The number and percentage of new services or programs developed by library staff to meet needs identified by attendees of the Senior Fair.

- The target audience for Senior Fairs is adults 60 years and over, and particularly older adults who do not regularly use the library. However, the library need not prevent other adults from attending the Senior Fair.

- Senior Fair projects must be conducted on library property.

- A Senior Fair must be held on a single date over a span of two or more hours. Senior Fairs may be held in multiple branches of a library system, on the same or different dates, as long as all of the library system's grant-funded Senior Fairs are completed within the grant period.

- Library personnel must partner with community agencies and businesses to plan, promote and conduct the Senior Fair project.

- Project outputs: Senior Fair applicants must plan to submit with the final report the following project outputs:
    - A count and a listing of community agencies with which the library partnered to plan, promote and conduct the Senior Fair project.
    - The number of older adults and other visitors who attended the Senior Fair.
    - The number of new library card applications received during the Senior Fair.
    - Additional outputs the library may consider counting include:
        - The number of materials checked out during the Senior Fair
        - The number of Senior Fair attendees who register for a class or program offered by the library

The grant period runs from January 1, 2007 – June 30, 2007.

III.   Eligibility

This grant is open to all public libraries that receive state aid.

IV.   Funds available

Libraries may apply for a maximum of $2,500 per library outlet.

V. Matching funds

No local matching funds are required for program costs. However, any equipment costs over $500 require a 50% match. Example: Equipment cost of $600 requires $300 of local matching funds and $300 of LSTA grant funds. Please contact Diana Very prior to grant deadline if you have questions about equipment purchases.

VI. Allowable and unallowable costs

Allowable costs include, but are not limited to:
- Publicity, mailing, photographic, printing costs.
- Exhibit or production expenses.
- Costs for additional staff or staff hours specifically related to the project.[1] For example, a library may use grant funds to pay an existing part-time employee for extra hours to implement the project, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement the project.
- Equipment.
- Refreshments for project-related activities.

Unallowable costs include, but are not limited to:
- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs).
- Collection development acquisitions.
- Incentives, prizes or gifts.
- Vehicles.

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is $3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

VII. Reporting requirements

Libraries awarded Senior Fair grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. The final grant report is due June 30, 2007. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

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[1] Libraries using funds to pay for additional staff hours need to maintain in the grant folder time sheets or other documentation that show the time paid to employee was spent solely on the grant project tasks.

VIII.   Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

IX.   Review of applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 25, 2006 or hand delivered by October 26, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

X.   Assurances

Before you apply:
Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?
1. How payments are made:
   Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. Disbursement of funds by grantee.
   Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.
3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Mail completed application forms to:
Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:
Nancee Dahms-Stinson, Youth & Senior Services Consultant
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5.
E-mail: nancee.dahms-stinson@sos.mo.gov

MISSOURI STATE LIBRARY
LSTA Grant Program
Senior Fair Grant Program
Application Instructions
Fall 2006

GENERAL INSTRUCTIONS
- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II-Program Narrative and Part III-Budget Narrative are to be typed <u>double-spaced</u> on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of Part I application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8 ½ x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I – Application
- *Project number*-Leave blank.
- *Name of library*-Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*-Give the name of person who will oversee the project and serve as a contact for reports. Include project director's e-mail address and phone number.
- *Project Title*-Provide a brief title for your project.
- *Total population of legal service area*-Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of persons to be served by this project*-Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: *http://mcdc2.missouri.edu*.
- *LSTA funds requested*-Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*-Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II, with emphasis on the program activities.

Part II – Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III – Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV- Certification and Signatures

Signature of Library Director-The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President-The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

MISSOURI STATE LIBRARY
Senior Fair Grant Program
Application Form
Fall 2006

Project # _____

Part I – You must use this sheet as page one of your application   *Please type.*

Name of library:_____

Federal Tax I.D. # or MO Vendor # if different:_____

Address: _____

City: _____ County: _____

Phone:_____Fax:_____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

Estimated number of adults to be served by this project: _____

LSTA funds requested: $_____

Local funds to be used (optional) $_____

Project abstract (not to exceed 250 words):

PART II: NARRATIVE

1. Proposed date for Senior Fair (list branches and proposed Senior Fair dates, if multiple Fairs will be conducted)

2. Potential partners with whom you will work to plan, promote and implement your Senior Fair.

3. Population of adults 60 and over in your library service area. If you cannot determine this number and need to define the population differently, please state your definition for the older adult population (i.e., "*adults age 65 and over*"), and use the same definition to answer #4, below.

4. If possible, please provide the percentage of older adult population (as defined above) with valid library cards.

5. What target number and percentage will you use to measure your success for each Senior Fair project outcome; how will you obtain the measurement (examples are Surveys, Question & Answer Sheet, etc.)?
   a. Indicator: Number and percentage of adults who visit the Senior Fair as a first visit to the library in two or more years

      Target Number:
      Target Percentage:
      Measurement method:

   b. Indicator: Number and percentage of older adults who learned about a service or resource about which they were unaware prior to attending the Senior Fair.

      Target Number:
      Target Percentage:
      Measurement method:

c. Indicator: Number and percentage of community agencies, businesses or organizations with whom the library has not previously partnered, that host a booth at the Senior Fair.

> **Target Number:**
> **Target Percentage:**
> **Measurement method:**

6. What activities, methods and strategies will you conduct to achieve the stated outcomes for the Senior Fair grant program?
    a. Outcome #1: Older adults who do not regularly visit the library will attend the Senior Fair.
    Activities:

    b. Outcome #2: Senior Fair visitors will learn about resources, collections and services available at the library.
    Activities:

    c. Outcome #3: Libraries will establish new partnerships with community agencies and/or businesses.
    Activities:

7. Please state any additional outcomes you plan to achieve and list the indicator(s), targets for each indicator, measurement methods, and activities you will use to support them.

Outcome:

Indicator(s):

Measurement method(s):

Activities:

8. What publicity tools will you use? Please check all that apply.

___ Newspaper ads or articles

___ Radio interviews or public service announcement (PSA)

___ Cable Television

___ Flyers posted in offices of partnering agencies

___ Posters and flyers in community

___ In house

___ Other (please describe)

Part III—Budget Narrative and Worksheet

Budget Narrative
Provide a budget narrative explaining <u>all</u> anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. Computers must meet or exceed the minimum specifications listed on the Missouri State Library Grants Web page. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Requests for staff costs for salaried personnel are ineligible. *Provide explanations for both federal and local funds.*

Budget Worksheet
The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative

Senior Fair Grant Program
Budget Worksheet

Library Name:				
Project Title:				
Category	*Item Description*	*Basis for Cost Estimate*	*Total Cost / LSTA Funds*	*Total Cost / Local Funds*
Personnel – Salary & Fringe Benefits			$	$
Travel *$ 0 .415/mile*			$	$
Supplies			$	$
Equipment *Over $500 Requires 50% Match*			$	$
Contractual			$	$
Total Project Costs			$	$

Libraries awarded project funds will have the authority to move up to $300 between line items within their final proposed budgets.

XI.   PART IV: CERTIFICATION AND SIGNATURES

ATTENTION: You must use <u>Cover Page, Budget Worksheet, and Certifications and Signatures</u> for your application. Program Narrative and Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages. This page must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

_____   _____
Type name of Library Director   Type name of Library Board President

_____   _____
Signature, above official (in blue ink)   Signature, above official (in blue ink)

_____   _____
Date   Date

Mail completed applications to:
>   Diana Very, LSTA Grants Officer
>   LSTA Grant Application
>   Missouri State Library
>   600 West Main Street, PO Box 387
>   Jefferson City, MO 65102-0387

Application deadline: October 25, 2006

For State Library use only:

_____ *Approved*   ____ *Not Approved* $_____*Amount Awarded*

Senior Fair Grant Program
Post-Project Information

This is quantitative data you must submit with your final report

Grantees will be required to respond completely to the following questions as part of the final grant report. Complete responses will be required prior to the final payment of the grant. The questions are provided here so you can submit complete and thorough responses in your final grant report, due June 30, 2007. *You need not respond to these questions as part of your application!*

1. Please provide a list of community agencies with which the library partnered to plan, promote and conduct the Senior Fair project.

2. Indicate the number and percentage of adults who visited the Senior Fair as a first visit to the library in two or more years

3. Indicate the number and percentage of older adults who learned about a service or resource about which they were unaware prior to attending the Senior Fair.

4. Indicate the number and percentage of community agencies, businesses or organizations with whom the library has not previously partnered, that hosted a booth at the Senior Fair.

5. How many older adults and other visitors attended the Senior Fair? If Senior Fairs were held at multiple branches, please list each branch with the corresponding attendance.

6. How many new library card applications were received or processed during the Senior Fair? If Senior Fairs were held at multiple branches, please list each branch with the corresponding count.

7. Please describe any new programs, services or resources you have developed for older adult audiences, based on needs you learned about as a result of the senior fair.

8. What lessons have you learned that will contribute to best practices you will continue to use at your library? What will you do differently in the future?